
CHAPTER 8

PROMOTIONS

ADPL Officer Promotion System

- ❑ **Selection Boards**
- ❑ **Chief Warrant Officer Promotion System**

IDPL Officer Promotion System

- ❑ **Selection Boards**
- ❑ **Chief Warrant Officer Promotions**

ADPL OFFICER PROMOTION SYSTEM

INTRODUCTION The Coast Guard promotion system, as prescribed by law and implementing regulations, establishes an equitable procedure to determine eligibility for promotion, select those eligible, and promote those selected. Enacted in 1963, the Kerrins Legislation (14 U.S.C. 211-336) provides the basis for our officer management laws as they exist today.

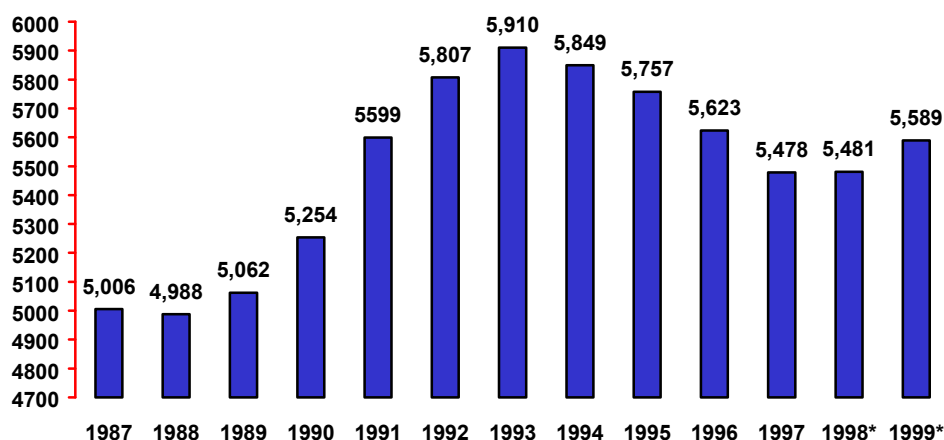
REFERENCE

COMDTINST M1000.6 (series), Personnel Manual

COMDTINST M1001.27 (series), Reserve Personnel Manual

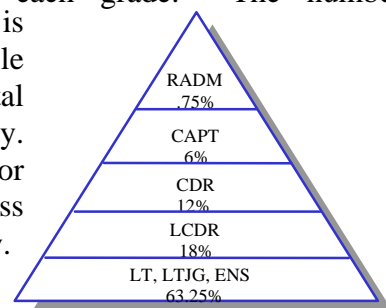
NUMBER OF OFFICERS

14 U.S.C. 42 limits the Coast Guard to 6,200 commissioned officers, excluding CWOs. The actual number of officers is subject to billet and funding limitations. The number of officers in the CDR-RADM grades may be reduced, provided a lower grade is correspondingly increased.



Long-range commissioned officer plans are reviewed annually to ensure that a sufficient officer flow exists to meet Service needs. This analysis, Officer Corps Management Plan, analyzes promotion flow and selection opportunities needed to fulfill future officer corps requirements.

The Coast Guard Personnel Command (CGPC-opm-1) determines the number of officers on the ADPL serving in each grade. The number in each grade eligible for promotion is computed by multiplying the applicable percentage prescribed by law to the total number of officers serving on active duty. The count is usually made on, or immediately after, the Academy class graduates to maximize promotion flexibility.



ADPL OFFICER PROMOTION SYSTEM

MINIMUM TIME IN GRADE An officer on the ADPL becomes eligible for consideration for promotion to the next higher grade at the beginning of the promotion year in which they complete the following amount of service:

LTJG	1.5 years
LT	3 years
LCDR	4 years
CDR	4 years
CAPT	3 years

PROMOTION YEAR

Promotion years begin 1 July and conclude 30 June the following year, e.g., PY99 begins 1 July 1998 and ends 30 June 1999.

NUMBER SELECTED

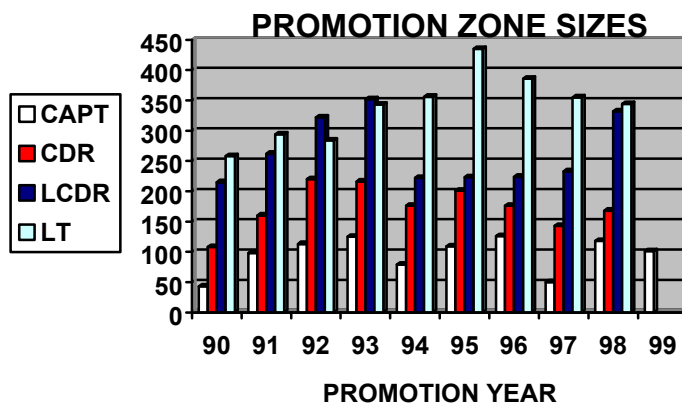
The number of projected vacancies **minus** the number of officers remaining on the selection list from the previous board **equals** number of officers selected for promotion.

FACTORS AFFECTING SELECTION NUMBERS

- ☞ Projected separations (retirements, resignations, discharges, release from active duty).
- ☞ Changes in the number of authorized officers in grade.
- ☞ Number of officers promoted to the next higher grade remaining on list from previous year.

ZONE SIZES

The size of the zone is determined by dividing the number of officers to select by the opportunity of selection. The most senior eligible officers not previously considered **up to this number** comprise the zone. The remaining eligible officers are referred to as “eligible below zone”.



ADPL OFFICER PROMOTION SYSTEM

OPPORTUNITY OF SELECTION (OOS)

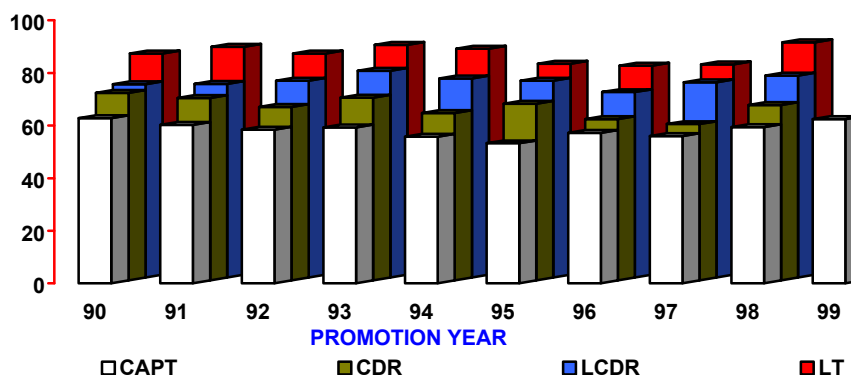
$$\text{STATED OOS} = \frac{\text{Number of officers to be selected}}{\text{Number of officers in zone}}$$

14 U.S.C.256 requires the opportunity for selection to be 60% or more.

CHANGES IN OOS

By law, opportunities of selection must remain comparable from year to year. Policy interprets that that legal requirement to mean the OOS changes by a maximum of only 4 percentage points from year to year.

OPPORTUNITY OF SELECTION HISTORY



ABOVE ZONE SELECTION

An above-zone selection is an officer whom was considered and not selected by a board, then considered and selected by a subsequent board.

DEEP SELECTION

14 U.S.C. 259 enumerates the opportunities for a certain percentage of officers selected from below the zone. These opportunities are:

- ☞ 5% of total officers a board is authorized to recommend for promotion to lieutenant and lieutenant commander.
- ☞ 7.5% of total officers a board is authorized to recommend for promotion to commander.
- ☞ 10% of total officers a board is authorized to recommend for promotion to captain.

Within those limits, each promotion board decides the number of officers, if any, it deep-selects. Officers still must meet minimum time-in-grade requirements to be considered for deep selection.

ACTUAL VS. STATED OOS

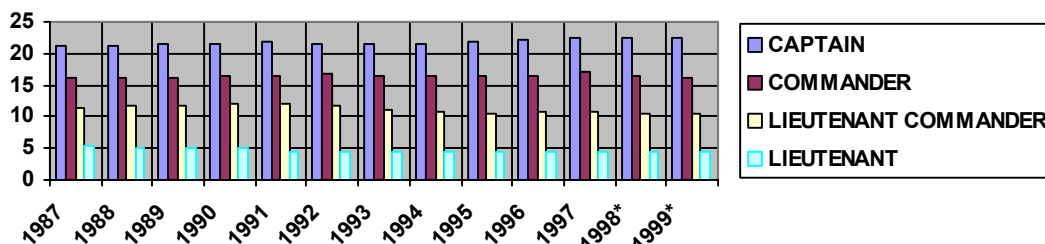
The actual OOS can be lower than stated because the stated OOS is based on the number of officers in zone and does not include officers who are deep-selected or selected from above zone.

ADPL OFFICER PROMOTION SYSTEM

PROMOTION POINTS

A promotion point is the average number of years between commissioning as an ensign and promotion to a higher grade for officers promoted during a given year.

PROMOTION POINTS



UP-OR-OUT SYSTEM

If a promotion board does not select an officer, it does not necessarily mean the officer performed poorly. The Coast Guard officer corps operates under an up-or-out system which selects the best-qualified officers. Promotion is not a reward for satisfactory service. It confirms demonstrated potential to serve the Coast Guard in a higher grade.

COAST GUARD COMPARED TO DEPARTMENT OF DEFENSE

In terms of OOS, the Coast Guard non-selects a smaller percentage of officers at each pay grade (except lieutenant) than the Department of Defense services. In the Coast Guard, a lieutenant commander is permitted to complete 20 years of service, while in DoD, a lieutenant commander or major is not. DoD O-5s can serve up to 26 years with multiple non-selections. The Coast Guard has a continuation board for O-6s and a Selective Early Retirement Board (SERB) for CWO4s.

THE FACTS

These characteristics describe the Coast Guard officer promotion system.

- ☞ The promotion system does not favor any one career specialty over another.
- ☞ The current promotion system has no affirmative action features.
- ☞ Advanced education does not guarantee promotion.

The overwhelming opinion of officers who have served on promotion boards is that the system is fair. It is common for officers to look for trends set by promotion boards when in fact none exist. Every board is made up of new members with different perspectives.

TWICE NON-SELECTED

An officer twice not selected for promotion to the same grade will be discharged or retired as appropriate. When the needs of the Service dictate, the Commandant may direct the lieutenant commander selection board to recommend a certain number of lieutenants who would be otherwise discharged for continuation on active duty for a period between two and four years.

ADPL OFFICER PROMOTION SYSTEM

EXCEPTIONS

- ☞ Lieutenants with more than 18 years of service will be retained until they complete 20 years.
 - ☞ Lieutenant commanders and commanders, regardless of years of service, will be retained until eligible for retirement.
 - ☞ All officers who remain on active duty remain eligible for consideration by future selection boards.
-

SELECTION BOARDS

CONVENE ANNUALLY

At least once a year, the Secretary convenes selection boards composed of mid-level and senior officers of similar experience, maturity, and background to those they are considering.

IMPARTIALITY

Each selection board member takes an oath to retain an impartial, unbiased, and unprejudiced attitude toward all officers being considered; and regard all groups and specialized duties in the Coast Guard; without prejudice or partiality and having in view both the special fitness of officers and the efficiency of the Coast Guard, perform the duties imposed.

REFERENCES

COMDTINST 1401.5 (series), Schedule of Officer Boards and Panels

COMDTINST M1000 (series), Personnel Manual

MEMBERSHIP

The selection board consists of five or more officers on the ADPL who serve in or above the grade to which the board may recommend officers for promotion. Boards considering reserve officers on extended active duty shall, as far as practical, include reserve officers. No officer may be a member of two successive boards convened to consider officers of the same grade for promotion so every officer can be evaluated by two completely independent boards.

BACKGROUND OF MEMBERS

Membership should as closely as possible reflect the makeup of the zone -- a group of top performers who collectively represent a mix of grade, geography, unit type, commissioning source, specialty, experience, gender, and ethnicity.

SELECTION BOARDS

WHAT BOARDS REVIEW

The board is given the names and personnel records of all officers to be considered. The personnel record provided to boards includes:

- ☞ All OERs
- ☞ Awards
- ☞ Educational record
- ☞ Discipline (e.g., punitive letters, Court Memoranda)
- ☞ Career documentation (e.g., Oath of Office, creditable service)
- ☞ Administrative information (e.g., SGLI, Record of Emergency Data, Compliance with maximum allowable weight standards)

MOST SIGNIFICANT SERVICE PERIOD

Even though the board is not limited in the number of evaluations they may review, this portion of the record is considered most significant:

<u>For Promotion To</u>	<u>Service Period</u>
Rear Admiral (Lower Half)	7 years of immediate previous service or all service in the grade of Captain, whichever is greater.
Captain, Commander	7 years of immediate previous service or all service in the present grade, whichever is greater.
Lieutenant Commander	6 years of immediate previous service or all service in the grade of lieutenant, whichever is greater.
Lieutenant	All commissioned service
Lieutenant (Junior Grade)	All commissioned service

SELECTION BOARDS

TYPES OF BOARDS

Two types of boards consider promotions.

- ☞ A fully-qualified board recommends officers whose records indicate that they are qualified to perform all duties to which they reasonably might be assigned in the grade for which they are being considered. This basis applies to ensigns being considered for promotion to lieutenant (junior grade).
- ☞ Selection for promotion to lieutenant through rear admiral is based on a best-qualified basis embodying three elements:
 - Impartial, equal consideration of all.
 - The same criteria applied to all.
 - Each evaluation is made on a comparative basis with the most capable advancing to positions of higher responsibility.

SELECTION BASIS

Board judgements are based on information contained in your Personnel Data Record (PDR). Selection boards are furnished the names and personnel records of all officers to be considered. The most important performance dimensions in assessing an officer's performance and readiness for greater degrees of responsibility are captured on the Officer Evaluation Report.

CORE VALUES

Officers selected for promotion in the best-qualified process have demonstrated the leadership traits, core values (honor, respect, and devotion to duty), and performance that confirm their potential to serve in positions of increased responsibility.

CRITERIA

Each personnel board develops its own overall standards and criteria. The degree of significance it assigns to each of the many factors considered varies according to the grade and type of selection the board is making. Best-qualified promotion boards consider officers' performance, comparing their past and present performance; capacity to undertake successfully tasks of greater difficulty involving broader responsibilities; capability and inclination to study for further professional growth; professionalism; leadership through demonstrated dedication to the core values; and potential to perform creditably those duties to which they might be assigned in the next higher grade.

EVALUATED OFFICER'S RESPONSIBILITY

Because you are responsible for managing your own career, you must ensure supervisors, reporting, and reviewing officers have the information to prepare well-documented evaluations. An OER accurately reflecting responsibilities and accomplishments enhances the selection board's ability to differentiate among officers. Seek challenging assignments or other significant opportunities that allow you to demonstrate your capacity to contribute to Coast Guard mission and goal accomplishment.

SELECTION BOARDS

COMMUNICATING WITH THE BOARD 14 U.S.C. 253 (ADPL officers) and 14 U.S.C. 730(d) (IDPL officers) enable officers being considered by a selection board to communicate in writing to the board. The letter should arrive before the board convenes. Address letters to the president of the appropriate board or panel and mail them to CGPC-opm-1, (CGPC-rpm for reserve officers not on active duty) for selection boards. Each individual's communication to the board or panel shall consist of the letter itself and, if desired, an endorsement by the current chain of command.

DECISION The decision to communicate with the board is the choice of the individual officer; there are two schools of thought about doing so.

- ☞ A letter may cause the board to focus on an issue that otherwise might have been ignored.
- ☞ A letter may move the board to interpret an issue more favorably than it might have had the officer not written.




SELECTION Promotion is not a reward for satisfactory service but confirmation of demonstrated potential to serve the Coast Guard in a higher grade. Officers selected for promotion in the best-qualified system are considered those individuals who have the greatest capacity to lead the Coast Guard toward accomplishing its missions.

REVIEW YOUR RECORD Before board consideration, check your Headquarters PDR for completeness in a personal visit or by letter to CGPC-adm authorizing an officer to review it for you or request a complete copy be mailed directly to you.

BEST-QUALIFIED PROMOTION BOARD REPORT Once adjourned, a selection board delivers to CGPC-c a report which contains:

- ☞ A cover sheet.
- ☞ A list of board membership.
- ☞ A list of the convening, meeting, and adjourning dates.
- ☞ A list of officers recommended for promotion, continuation, retention, or appointment in the order of relative precedence they held before the current consideration.
- ☞ A certification that, in the opinion of at least three members, if the board has five or at least two-thirds of the members or if the board has six or more, the officers recommended for promotion, continuation on active duty, retention in a particular occupational field, or appointment in another status are the best-qualified for each proposed position of those officers whose names were furnished to the board.
- ☞ Each member's signature.

SELECTION BOARDS

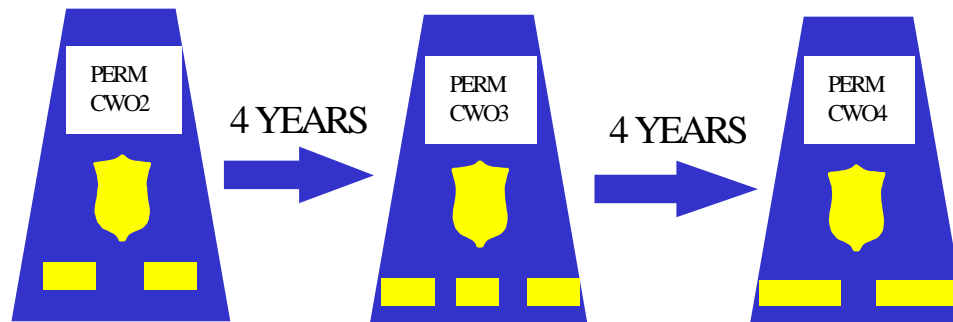
REPORT OF FULLY-QUALIFIED BOARD	The report of a board considering officers on a fully-qualified basis is essentially the same as a best-qualified board except this board also must list officers not recommended with detailed reasons provided for each.
REPORT REVIEW	The reports are reviewed to ensure they comply with law and regulation and then submitted to the approving official. For lieutenant and above, the approving official is the President, for whom the Secretary of Transportation signs. For lieutenant (junior grade) and below, the approving official is the Commandant.
NOTIFICATION	After the report is approved, officers not selected are notified and an ALCGPERSCOM announcing the officers selected is released. For lieutenant commander and above, the names of those selected are submitted to the Senate for confirmation (required before promotion), a process which can take up to six months.
PROMOTIONS FROM LIST	Promotions from the newly created selection lists cannot begin until those on the previous list are promoted. Normally, promotions from the lists created in the fall begin about the next July 1. Usually half of those listed are promoted in July, with the remainder promoted throughout the promotion year.
TO SERVE ON A BOARD	To serve on a selection board, submit a copy of CG-5001 from the Register of Officers COMDINST M1427.1 (series) to CGPC-opm-1.
NONDISCLOSURE!	14 U.S.C. 261 forbids disclosing a selection board's proceedings, including deliberations and selection criteria, to any person who was not a member of the board.
BOARD MEMBERSHIP	Once the board report has been approved, its members' names and a copy of its precept are available from CGPC-opm-1.
REFERENCES	COMDTINST M1000.6 (series), Personnel Manual COMDTINST M1080.10 (series), Military Personnel Data Records (PDR) System COMDTINST M1427.1 (series), Register of Officers
PROMOTION HOTLINE	 (202)267-1645
BOARDS AND PANELS FAX ON DEMAND	 (202)267-0935  (800)432-2282

CHIEF WARRANT OFFICER PROMOTIONS

BASIS OF WARRANT PROMOTIONS

Competition by specialty applies only to your first appointment; once appointed, future promotion is based on either a fully qualified board or best-qualified criteria. Promotions from W-2 to W-3 are, by law, a best-qualified board. There are no competitive categories by specialty.

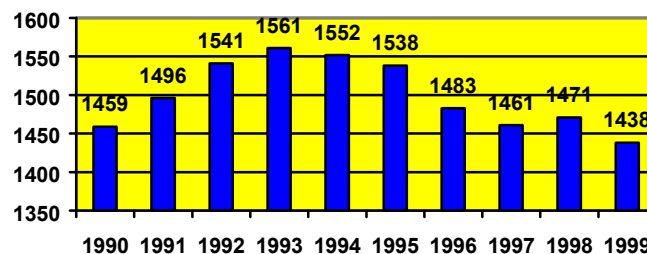
TIME IN GRADE



CWO POPULATION HISTORY

The Warrant Officers Management Act (WOMA), which Congress passed in 1994, greatly simplifies the chief warrant officer promotion system. It eliminates temporary promotions; all promotions are permanent.

CHIEF WARRANT OFFICERS ON ACTIVE DUTY



Total number of CWOs depends on the needs of the Service.

WOMA

WOMA greatly changed how the Coast Guard manages its warrant officer corps.

CHIEF WARRANT OFFICER PROMOTIONS

WOMA COMPARISON

BEFORE WOMA	AFTER WOMA
Pay grades W-1 to W-4	Authority granted to establish W-5
Annual promotion boards required	No required promotion boards; boards convene when the Secretary directs.
Minimum opportunity of selection is 80%	No minimum opportunity of selection; Secretary sets maximum number to be recommended.
Authority for temporary grades.	No temporary grades; all appointments permanent.
Mandatory 30-year retirement	No change
Promotion board must have five (5) members above the rank of LCDR.	No change except chief warrant officers senior to those being selected may be appointed to the board.
CWOs with 20 years, or more service twice failed for selection shall be separated within 60 days from date of last selection board.	Increases separation window from 60 days to no later than first day of seventh month after member reaches 20 years service.
CWOs with fewer than 18 years service twice failed for selection shall be separated, with severance pay, within 60 days after the latest selection board.	Increases separation window from 60 days to no later than first day of seventh month after selection board.
No current provision	CWOs twice failed for selection may continue on active duty.
No current provision	New provision for selective early retirement.
No current provision	The Coast Guard allows CWOs to be considered after completing the minimum statutory requirements.

IDPL OFFICER PROMOTION SYSTEM

INTRODUCTION The Coast Guard Reserve promotion system, as prescribed by law and implementing regulations, establishes an equitable procedure to determine eligibility for promotion, select those eligible, and promote those selected. 14 U.S.C. 701-746 provides the basis for our officer management laws as they exist today. The IDPL does not include reserve officers on extended active duty and RPAs.

REFERENCE

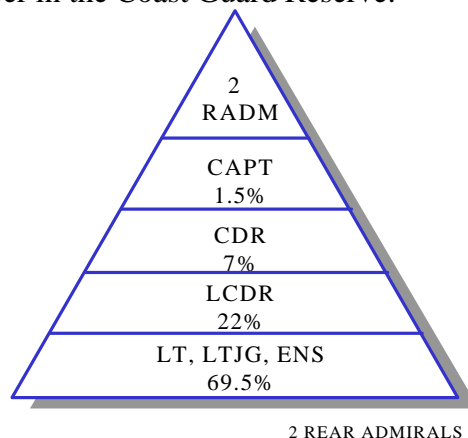
COMDTINST M1001.28 (series), Reserve Policy Manual

NUMBER OF OFFICERS

14 U.S.C. 724 limits the number of Coast Guard Reserve officers in an active status, excluding CWOs. The actual number of officers is subject to billet and funding limitations. The number of officers in the CDR-RADM grades may be reduced, provided a lower grade is correspondingly increased.

Long-range commissioned officer plans are reviewed annually to ensure that a sufficient officer flow exists to meet Service needs. This analysis analyzes promotion flow and selection opportunities needed to fulfill future officer corps requirements.

The pyramid below indicates the number and percentages currently allowed for each grade of officer in the Coast Guard Reserve.



IDPL OFFICER PROMOTION SYSTEM

MINIMUM TIME IN GRADE Officers on the IDPL become eligible for consideration for promotion to the next higher grade at the same time as their assigned running mates. Typically, an officer can plan on entering the zone for promotion to the next higher grade at the time frames indicated below:

LTJG	1.5 years
LT	3 years
LCDR	4 years
CDR	4 years
CAPT	3 years

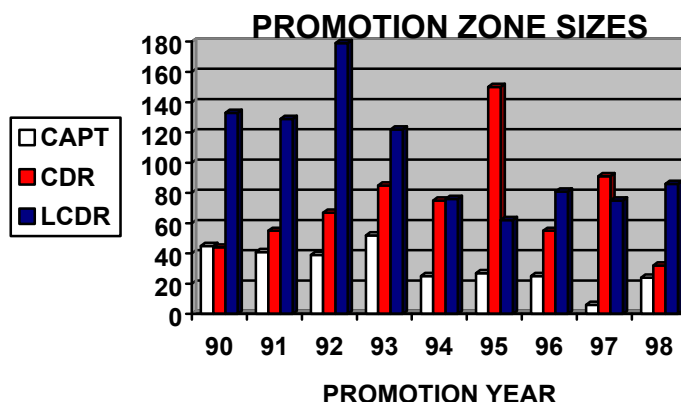
RESERVE RUNNING MATE SYSTEM IDPL promotion system is based on the running mate system. Each IDPL officer has a running mate on the ADPL. The ADPL officer will be senior to the IDPL officer.

The IDPL officer, if selected for promotion, will have the same promotion date as his/her ADPL running mate. If the ADPL running mate is not selected for promotion, the next senior ADPL officer that was selected for promotion will become the IDPL's new running mate.

A new ADPL running mate will be assigned if, the ADPL officer is promoted, passed over, discharged or retired before the IDPL officer.

PROMOTION YEAR Promotion years begin 1 July and conclude 30 June of the following year, e.g. PY99 begins 1 July 1998 and ends 30 June 1999.

ZONE SIZES ZONE = The size of the zone is based on the ADPL zone.



IDPL OFFICER PROMOTION SYSTEM

ACTUAL VS STATED OOS

The actual OOS can be lower than stated because the stated OOS is based on the number of officers in zone and does not include officers who are selected from above zone.

PROMOTION POINTS

The IDPL system, unlike the ADPL, does not use promotion points, or periods of time after which an officer is scheduled for consideration for promotion. By virtue of the running mate system, the IDPL officer's length of service in each grade closely parallels that of the ADPL officer.

UP-OR-OUT SYSTEM

If a promotion board does not select an officer, it does not necessarily mean the officer performed poorly. The Coast Guard Reserve officer corps operates under an up-or-out system which selects the best-qualified officers at the O-3 and above grades. Promotion is not a reward for satisfactory service. It confirms demonstrated potential to serve the Coast Guard in a higher grade.

THE FACTS

These characteristics describe the Coast Guard Reserve officer promotion system for reserve officers in an active status.

- ☞ The promotion system does not favor any one career specialty over another.
- ☞ The current promotion system has not affirmative action features.
- ☞ Advanced education does not guarantee promotion.

The overwhelming opinion of officers who have served on promotion boards is that the system is fair. It is common for officers to look for trends set by promotion boards when in fact none exist. Every board is made up of new members with different perspectives.

TWIC NON- SELECTED

An officer twice not selected for promotion to the same grade will be discharged, retained or retired as appropriate.

EXCEPTIONS

- ☞ Lieutenants (junior grades), lieutenants, and lieutenant commanders with over 18 years of service will be retained until they complete 20 years.
 - ☞ Commanders, regardless of years of service, will be retained until eligible for retirement.
 - ☞ Lieutenant commanders, who would be otherwise discharged, may be recommended by the commander selection board to be retained in an active status until obtaining 20 years satisfactory service toward a reserve retirement.
 - ☞ All officers who remain in an active status remain eligible for consideration by future selection boards.
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IDPL SELECTION BOARDS

CONVENE ANNUALLY	At least once a year, the Secretary convenes selection boards composed of mid-level and senior officers of similar experience, maturity and background to those they are considering.
IMPARTIALITY	Each selection board member takes an oath to retain an impartial, unbiased and unprejudiced attitude toward all officers being considered, and in regard to all groups and specialized duties in the Coast Guard, and that they will, without prejudice or partiality and having in view both the special fitness of officers and efficiency of the Coast Guard, perform the duties imposed upon them.
REFERENCE	COMDTINST 1401.4 (series), Schedule of Inactive Duty Boards
MEMBERSHIP	The selection board consists of five or more officers on the IDPL and ADPL who serve in or above the grade to which the board may recommend officers for promotion. No officer may be a member of two successive boards convened to consider officers of the same grade for promotion so every officer can be evaluated by two completely independent boards.
BACKGROUND OF MEMBERS	Membership should as closely as possible reflect the makeup of the zone – a group of top performers who collectively represent a mix of grade, geography, unit type, commissioning source, specialty, experience, gender and ethnicity.
WHAT BOARDS REVIEW	The board is given the names and electronic personnel records of all officers to be considered.
PERFORMANCE FILE	<p>The personnel record provided to boards includes:</p> <ul style="list-style-type: none">☞ All OERs☞ Awards☞ Education Record☞ Discipline (e.g., Punitive letters, Court Memoranda)☞ Statement of Creditable Points (CG-4973)☞ Compliance with Maximum Allowable Weight Standards

IDPL SELECTION BOARDS

MOST SIGNIFICANT SERVICE PERIOD

Even though the board is not limited in the number of evaluations they may review, the following portion of the record is considered most significant:

<u>For Promotion To</u>	<u>Service Period</u>
Rear Admiral (Lower Half)	7 years of immediate previous service as Captain, whichever is greater.
Captain, Commander	7 years of immediate previous service or all service in the present grade, whichever is greater.
Lieutenant Commander	6 years of immediate previous service or all service in the grade of lieutenant, whichever is greater.
Lieutenant	All commissioned service
Lieutenant (Junior Grade)	All commissioned service

TYPES OF BOARDS

Two types of boards consider promotions.

- ☞ A fully-qualified board recommends officers whose records indicate that they are qualified to perform all duties to which they reasonably might be assigned in the grade for which they are being considered. This basis applies to ensigns being considered for promotion to lieutenant (junior grade).
- ☞ Selection for promotion to lieutenant through rear admiral is based on best-qualified basis embodying three elements:
 - Impartial, equal consideration of all.
 - The same criteria applied to all.
 - Each evaluation is made on a comparative basis with those deemed best qualified by the board advancing to positions of higher responsibility.

SELECTION BASIS

Board judgements are based on information contained in your Personnel Data Record (PDR). Selection boards are furnished the names and electronic personnel records of all officers to be considered. The most important performance dimensions in assessing an officer's performance and readiness for greater degrees of responsibility are captured on the officer evaluation report forms.

CORE VALUES

Officers selected for promotion in the best-qualified process have demonstrated the leadership traits, core values (honor, respect and devotion to duty) and performance that confirm their potential to serve in positions of increased responsibility.

IDPL SELECTION BOARDS

CRITERIA

Each personnel board develops its own overall standards and criteria. The degree of significance it assigns to each of the many factors considered varies according to the grade level and type of selection the board is making. Best-qualified promotion boards consider the officers' performance, comparing their past and present performance; capacity to undertake successfully tasks of greater difficulty and broader responsibilities; capability and inclination to study for further professional growth; professionalism; leadership through demonstrated dedication to the core values; and, potential to perform creditably those duties to which they might be assigned in the next higher grade.

EVALUATED OFFICER S RESPONSIBILITY

You and you alone are responsible for your own career management. You must ensure that supervisors reporting and reviewing officers have the necessary information to prepare well-documented evaluations. An OER accurately reflecting responsibilities and accomplishments enhances the selection board's ability to differentiate among officers. Seek challenging assignments or other significant opportunities that allow you to demonstrate your capacity to contribute to Coast Guard mission and goal accomplishment.

COMMUNICATING WITH THE BOARD

14 U.S.C. 730(d) enables officers being considered by a selection board to communicate in writing to the board. The letter should be sent to CGPC-rpm before the board convenes and be addressed to the president of the appropriate panel. Each individual's communication to the board or panel shall consist of the letter itself with signature endorsement by the current chain of command.

RESUME

A reserve officer resume is **STRONGLY ENCOURAGED** to be submitted to the board president. This information has been found extremely useful to all selection boards.

SELECTION

Promotion is not a reward for satisfactory service, but confirmation of demonstrated potential to serve the Coast Guard in a higher pay grade. Officers selected for promotion in the best-qualified system are considered those individuals who have the greatest capacity to lead the Coast Guard in obtaining its goals.

REVIEW YOUR RECORD

Before board consideration, check your Headquarters paper and imaged PDR for completeness by a personal visit or by letter to CGPC-adm authorizing an officer to review it for you.

IDPL SELECTION BOARDS

BEST-QUALIFIED PROMOTION BOARD REPORT Once adjourned, a selection board delivers to CGPC-c a report which contains:

- ☞ A cover sheet.
- ☞ A list of board membership.
- ☞ A list of the convening, meeting, and adjourning dates.
- ☞ A list of officers recommended for promotion, continuation, retention, or appointment in the order of relative precedence they held before the current consideration.
- ☞ A certification that, in the opinion of at least three members if the board has five or of at least two-thirds of the members if the board has six or more, the officers recommended for promotion, continuation on active duty, or appointment in another status are the best-qualified for each proposed position of those officers whose names were furnished to the board.
- ☞ Each member's signature.

REPORT OF FULLY-QUALIFIED BOARD

The report of a board considering officers on a fully-qualified basis is essentially the same as a best-qualified board except this board also must list officers not recommended with detailed reasons provided for each.

REPORT REVIEW

The reports are reviewed to ensure they comply with law and regulation and then submitted to the approving official. For grades lieutenant (junior grade) and above, the approving official is the President; the Secretary of Transportation signs for him.

NOTIFICATION

After the report is approved, officers not selected are notified and an CGPERSCOM announcing the selectees is released. For captain and above, the names of those selected are submitted to the Senate for advice and consent (required for promotion), a process which can take up to six months.

PROMOTIONS FROM LIST

Promotions from the newly created selection lists cannot begin until those on the previous list are promoted. Normally, promotions for the lists created in the fall begin about the next July 1. Usually half of those listed are promoted in July, with the remainder promoted throughout the promotion year.

TO SERVE ON A BOARD

To serve on a selection board, submit a reserve officer resume and a letter stating which boards you are interested in and other pertinent information contained in The Schedule of Inactive Duty Boards (COMDTINST M1401.4 series) and forward the request to CGPC-rpm.

NONDISCLOSURE

14 U. S. C. 729 forbids disclosing a selection board's proceedings, including deliberations and selection criteria, to any person who was not a member of the board.

BOARD MEMBERSHIP

Once the boards recommendations have been approved, its members' names and a copy of its precept are available from CGPC-rpm.

IDPL SELECTION BOARDS


REFERENCE


COMDTINST M1001.28 (Series), Reserve Policy Manual

COMDTINST M1000.6 (Series), Personnel Manual

COMDTINST M1080.10 (Series), Military Personnel Data Records (PDR) System

BOARDS AND PANELS FAX ON DEMAND

 **(202)267-6684**

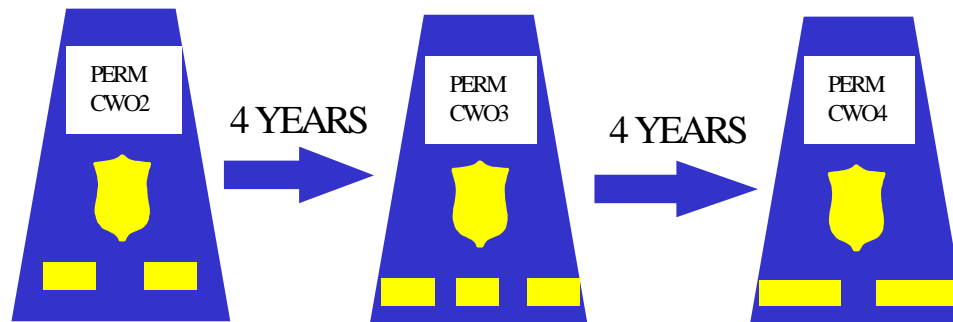
 **(800)432-2282**

IDPL CHIEF WARRANT OFFICER PROMOTIONS

BASIS OF WARRANT PROMOTIONS

By law, all CWO Promotion boards must use “best-qualified” criteria. Competition by specialty applies only to your first appointment; once appointed, future promotion is based on a best-qualified system. There are no competitive categories by specialty.

TIME IN GRADE



CWO POPULATION HISTORY

The Warrant Officers Management Act (WOMA), which Congress passed in 1994, greatly simplifies the chief warrant officer promotion system. It eliminates temporary promotions; all promotions are permanent.

WOMA

WOMA greatly changed how the Coast Guard manages its warrant officer corps.

IDOL CHIEF WARRANT OFFICER PROMOTIONS

WOMA COMPARISON

BEFORE WOMA	AFTER WOMA
Pay grades W-1 to W-4	Authority granted to establish W-5.
Annual promotion boards required.	No required promotion boards; boards convene when the Secretary directs.
Promotions based on time-in-grade.	Time-in-grade requirements eliminated; promotion scheme set in regulations; time-in-grade now set at a minimum of 3 years.
Minimum opportunity of selection is 80%.	No minimum opportunity of selection; Secretary sets maximum number to be recommended.
Authority for temporary grades.	No temporary grades; all appointments permanent.
Mandatory 30-year retirement.	No change
Promotion board must have five (5) members above the rank of LCDR.	No change except Chief Warrant Officers senior to those being selected may be appointed to the board.
CWOs with 20 years, or more service twice failed for selection shall be separated within 60 days from date of last selection board.	Increases separation window from 60 days to no later than first day of seventh month after member reaches 20 years service.
CWOs with fewer than 18 years service twice failed for selection shall be separated, with severance pay, within 60 days after the latest selection board.	Increases separation window from 60 days to no later than first day of seventh month after selection board.
No current provision	CWOs twice failed for selection may continue on active duty.
No current provision	New provision for selective early retirement.
No current provision	The Coast Guard allows CWOs to be considered after completing the minimum statutory requirements. Therefore, there is not opportunity for below-zone selection.